

NATIONAL GUARD BUREAU Awards Program Request Form

1. DATE REQUIRED (PLEASE ALLOW AT LEAST 10 WORKDAYS)		2. AWARDEE'S NAME (IF HANDWRITTEN, PLEASE PRINT CLEARLY)	
3. AWARD REQUESTED: Please check one:		<div style="margin-bottom: 20px;"> ** NAME OF THE HERITAGE PAINTING (Click below:) <div style="border: 1px solid black; height: 25px; width: 100%; margin-top: 5px;"></div> </div> <div> *** NGB Civilian Service Award (Click below:) <div style="border: 1px solid black; height: 25px; width: 100%; margin-top: 5px;"></div> </div>	
Distinguished Service Award *	<input type="checkbox"/>		
* Requires Chief/Vice Chief Signature			
Eagle Award *	<input type="checkbox"/>		
* Requires Chief/Vice Chief Signature			
Heritage Painting **	<input type="checkbox"/>		
See paintings at http://www.ngb.army.mil/gallery/heritage/			
NGB Meritorious Service Award	<input type="checkbox"/>		
Minuteman Award	<input type="checkbox"/>		
NGB Jacket Award	<input type="checkbox"/>		
NGB Certificate of Commendation	<input type="checkbox"/>		
NGB Certificate of Appreciation	<input type="checkbox"/>		
Civilian Service Award ***	<input type="checkbox"/>		
Pentagon Picture	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
JUSTIFICATION: Do not say "See attached". (Write your justification so that it may be used for a certification. If appropriate, maximum 11 lines.) DO NOT ABBREVIATE OR USE "NICKNAMES".			
5. REQUESTING OFFICE:	6. REQUESTING OFFICIAL:	7. POC:	8. PHONE
9. APPROVING DIRECTORATE SIGNATURE: (SEE PAGE 2)			10. DATE:
* 11. CHIEF/VICE CHIEF NATIONAL GUARD BUREAU: (If Required)			12. DATE:
If award is to be mailed, provide typed address label.			
PRINT NAME OF PERSON PICKING UP			

1. Date required is the date the POC expects to pick up the completed job. Please remember we require ten working days from the day this form reaches the engraver. The approval process can take time to complete and the requestor's follow up is very helpful.
2. The name of awarded spelled exactly as it should appear on the award.
3. Please check (x) against name of the award requested.
4. Justification. Self-explanatory.
5. Enter the office symbol for the requesting office.
6. Signature of the official requesting the award.
7. Enter name of person who can be called for clarification regarding the award.
8. Enter phone number, DSN or COMM. for POC.
9. The approving official should be at the level necessary for the award requested.
10. Date of approving official's signature.

Awards	Approval	Awards	Approval	Awards	Approval
NGB Distinguished Service	Chief, NGB	NGB Meritorious Award	ZC, ARZ, CF, or CIO/PEO as appropriate to your office.	NGB Certificate of Appreciation	Division Chief
NGB Eagle Award	Chief, or Vice Chief, NGB	NGB Minuteman Award	ZC, ARZ, CF, or CIO/PEO as appropriate to your office.	NGB Civilian Service Award	Immediate Supervisor
NGB Heritage Painting Award	ZC, ARZ, CF, or CIO/PEO as appropriate to your office.	NGB Certificate of Commendation	Division Chief	Pentagon Picture	None Required
NGB Jacket Award	ZC, ARZ, CF, or CIO/PEO as appropriate to your office.				